

BOONE COUNTY COMMUNITY CORRECTIONS DIRECTIONS FOR COMPLETING SCHEDULES

All schedules must be completed correctly or the schedule will be denied. Double check and make sure you have all your times and dates on the schedule correct. Times on the form for leaving and returning should be done in 15 minute time increments due to the software we use.

Schedules must include:

- Top information must be complete and up to date. Phone numbers for you and the employers must be current. You must let Community Corrections know if any information for you or you employer change immediately. If you are a student you need to include the information for the school in the employment space.
- Dates. Each day must be dated.
- Leave and return time. You must include on your schedule, in the appropriate space, the time you need to leave your home to get to work on time and the time you will return home. Good work ethic says if you are to start work at 8:00 AM then you need to arrive at your place of work at 7:50 AM. Be sure to consider this when putting in your drive time.
- Actual appointment time. The actual time of the appointment needs to be on the same space as what the appointment is. Work times need to be as close to the working times as possible. ON CALL is not allowed while on Electronic Monitoring. Failure to follow your schedule will result in a violation being filed. Remember you are only allowed a maximum of two jobs, 60 hours a week, no more than 6 days in a week and no more than 12 hours a day. Anything more than this requires an exception form be completed.
- At the bottom if you are scheduling time out for something other than work or school you need to place the name, address and phone number for that appointment in the space provided at the bottom. If you are requesting privilege time you must complete the privilege form and get approval prior to placing it on your schedule. **DO NOT assume you get the privilege if you put it on the form.** Make sure when requesting the privilege that it is something verifiable.

Schedules must be followed. IF you are scheduled to go to a meeting you must go. If something is NOT on your schedule you are NOT approved to do it. Remember schedule changes for non-emergencies must be made 48 hours in advance. If you have an emergency **after normal business hours** please call 765-894-3498. **This is the on call number, if you call this number for anything other than an emergency then you will be subject to a written warning and will lose all privilege time for 60 days** (an emergency is NOT the following: forgetting to put something on the schedule, wanting extra work time, making schedule changes, etc).

**BOONE COUNTY COMMUNITY CORRECTIONS
SCHEDULE AND REQUEST FORM**

NAME: _____ HOME # _____ CELL # _____
 HOME ADDRESS: _____
 EMPLOYER (A): _____ PHONE: _____
 EMPLOYER'S ADDRESS: _____
 EMPLOYER (B): _____ PHONE: _____
 EMPLOYER'S ADDRESS: _____

☐ **HAS ANY OF THIS INFORMATION CHANGED SINCE YOUR LAST CHECK IN? Y or N**

Day/Date	Leave time	Actual time/Event	Return time	Remarks
Wed				Lunch:
				# work hours:
Thurs				Lunch:
				# work hours:
Friday				Lunch:
				# work hours:
Sat				Lunch:
				# work hours:
Sun				Lunch:
				# work hours:
Mon				Lunch:
				# work hours:
Tues				Lunch:
				# work hours:

Total work hours for week ____

I request to go to the following locations for the purpose of, and at the date and times indicated above.
Indicate location requested below.

1. _____
2. _____
3. _____
4. _____

1AM = 0100	7AM = 0700	1PM = 1300	7PM = 1900
2AM = 0200	8AM = 0800	2PM = 1400	8PM = 2000
3AM = 0300	9AM = 0900	3PM = 1500	9PM = 2100
4AM = 0400	10AM = 1000	4PM = 1600	10PM = 2200
5AM = 0500	11AM = 1100	5PM = 1700	11PM = 2300
6AM = 0600	12PM = 1200	6PM = 1800	12AM = 2400

Field Coordinator _____

Date _____

____ verification received
 ____ fees paid
 ____ urine screen conducted
 ____ positive feedback